

KITSAP COUNTY BOARD OF HEALTH ORDINANCE 2008A-01

ONSITE SEWAGE SYSTEM AND GENERAL SEWAGE SANITATION REGULATIONS

Policy #23: Record of Construction Submittal Procedures

Effective Date: December 1, 2014

Purpose: The purpose of this policy is to establish the procedures for submitting complete and timely Record of Construction (ROC) packages.

Policy: Upon completion of the inspection of the Onsite Sewage System (OSS) per KCHD Ordinance 2008A-01, Section 12.C, a ROC package shall be submitted to the Health District. The procedures are as follows:

1. The designer shall submit a complete ROC package to the Health District. The package shall include the following documents, in this order:
 - A. The Onsite Sewage System Permit: Record of Construction form;
 - B. The Record of Construction, stamped and signed by the designer, complying with KCHD Ordinance 2008A-01, Section 12.C.3.;
 - C. Required recorded documents (Notice to Titles, etc.);
 - D. Any supporting documentation required for OSS approval (certification of tank abandonment, sand receipts, etc.); and
 - E. Any required outstanding fees.
2. The ROC package for Repair permits or installation permits that do not require a building permit will be required to be submitted within **14 days** of a satisfactory pre-cover inspection of the system by the Health District.
3. Tank Replacement, Connection, or Component permits may be submitted by the installer/owner/applicant, will be required to be submitted within **14 days** of a satisfactory pre-cover inspection of the system by the Health District, and shall consist of the basic site plan including:
 - A. The location of any decommissioned tank(s);
 - B. The location of the new or replaced tank(s) and cleanout and sewer pipe locations;
 - C. Demonstration of the correct connections and setbacks.
 - D. A record drawing must be submitted detailing the above locations (not required to be to scale)
4. The ROC package shall be made in the format designated by the Health Officer. The Health Officer may reject partial or incomplete ROC package submittals. The ROC package shall be submitted and accepted prior to the Onsite Sewage System Installation Permit approval or final building permit inspection approval.

5. The Health Officer shall review the ROC package and respond by approving the installation permit or disapprove of the ROC package within 2 business days.
 - A. The designer/applicant shall be notified within 2 working days of rejection.
 - B. Rejected packages shall be returned within 5 days of notification of rejection.
 - C. Rejected packages may be subject to the current Reinspection for Sewage Disposal Permit Violation fee.